



Deborah A. Gist
Commissioner

RHODE ISLAND STATE ASSESSMENT PROGRAM

State-Approved Special Considerations for Statewide Assessments: Guidelines & Forms

**New England Common Assessment Program (NECAP) Testing
and RI-Alternate Assessment (RIAA)**

Fall 2010 – Spring 2011

Rhode Island Department of Elementary and Secondary Education (RIDE)

Office of Instruction, Assessment, & Curriculum

Phyllis Lynch, Ph.D., Director

TABLE OF CONTENTS

Page 1 *Table of Contents*

Page 2 OVERVIEW OF STATE-APPROVED SPECIAL CONSIDERATIONS (SASC)

Page 4 eRIDE: STUDENT INFORMATION NEEDED TO REQUEST EXEMPTION

Page 5 FORMS FOR STATE-APPROVED SPECIAL CONSIDERATIONS (SASC)

5 *Form 1: District Assurances Form*

6 *Form 2: Parent/Guardian Consent Form*

7 *Form 3: Treating Physician/Mental Health Worker Form*

8 *Form 3A (attachment): Information for the Treating Physician/Mental Health Worker*

Page 9 SASC-I: MEDICAL REASONS

Page 11 SASC-II: PERSONAL CRISIS

Page 13 SASC-II: FAMILY EMERGENCY

Page 14 SASC-IV: ENROLLING AFTER RIAA REGISTRATION PERIOD



Rhode Island Statewide Assessments

State-Approved Special Considerations/Exemptions for NECAP Tests: School Year 2010-2011

All students, including students with disabilities and students who are English language learners (ELL), are expected to take part in Rhode Island's statewide academic assessment program in one of the following ways:

1. Participate in the statewide New England Common Assessment Program (NECAP) assessments *without* accommodations;
2. Participate in the statewide NECAP assessments *with* accommodations; **or**
3. Participate in the Rhode Island Alternate Assessment (RIAA), which is available only for students with an Individualized Education Program (IEP) who meet specific criteria.

Students identified as English language learners (ELL) are exempt from taking the NECAP Reading/Writing assessments if they entered the U.S. *after* October 1st, 2009; however, they are *not* exempt from the NECAP Mathematics and NECAP Science assessments. Therefore, ELL students must take the Mathematics and Science assessments regardless of when they entered the U.S. In addition, ELL students must also participate in the ACCESS for ELLs[®] test (RI's English language proficiency test).

State assessment policies place a great deal of responsibility on districts to include *all* students. Districts must juggle state requirements, student needs, and parent/guardian requests. Despite a district's best efforts, situations will arise that prohibit the inclusion of every student. Extended absence, family vacations, and significant medical and/or emotional issues are but a few of the issues that are not entirely within the district's control. Students who do not participate in state assessments are reported in two different ways on assessment reports: "Did not participate for state-approved reasons" or "Did not participate for other reasons." The distinction between the two is particularly important in reading and mathematics accountability reporting since non-participation for "other reasons" negatively impacts reported participation rates, while non-participation for "state-approved reasons" does not.

The state-approved reasons, referred to as *State-Approved Special Considerations* (SASC) for the remainder of this document, fall within four broad areas: **I)** Medical Reasons; **II)** Personal Crisis; **III)** Family Emergency; and **IV)** RIAA qualified *after* RIAA enrollment window closes. In all cases, the exemptions ***must*** be approved by the Director of Instruction, Assessment, and Curriculum at the Rhode Island Department of Elementary and Secondary Education (RIDE). All SASC submissions will be acknowledged with an email receipt to the school contact and superintendent.

STATE-APPROVED SPECIAL CONSIDERATIONS (SASC) PROCEDURES

SASC requests must be submitted for the fall and spring test administration windows separately. That is, requests must be made in the fall for the NECAP Reading, Writing, and Mathematics Assessments and then once again in the spring for the NECAP Science Assessment. Of the four types of SASCs, the first three (SASC-I, SASC-II, and SASC-III) are based on significant medical or emotional disruptions to the student's life such as medical reasons (SASC-I), personal crisis (SASC-II), or family emergency (SASC-III). SASC requests of this nature should be based on a decision made by the student's "**Educational Team**," which can include the student's teachers, school counselor, principal, parent(s)/legal guardian(s), medical or mental health professional(s), and, if possible, the student. The remaining SASC-IV is generally

administrative in nature, so requests of this nature may be made by district personnel. *SASC Procedural Information as well as the necessary SASC Forms are available online via eRIDE or on the RIDE website at:*
<http://www.ride.ri.gov/assessment/NECAP.aspx>

Who does what?

1. **The Educational Team** gathers information, consults with appropriate people, documents the team discussion and offers a final recommendation **in writing** to the superintendent regarding whether to request a SASC. Documentation must include the supporting evidence/reasoning used to justify this recommendation.
2. **The Educational Team** sends the documented recommendation to the superintendent for final review and action.
3. **The Superintendent** reviews the team recommendation, makes a final decision based on the documented information, and then, if he/she approves of the Educational Team's recommendation, logs into eRIDE and enters the necessary student information to initiate the request for special consideration/exemption. The final step for the superintendent includes completing and signing a copy of **Form 1** (*District Assurances Form*, explained later in this document) and then faxing a copy to the Director of Instruction, Assessment, and Curriculum, Phyllis Lynch, at the Rhode Island Department of Education.
4. **The Director of Instruction, Assessment, and Curriculum** reviews the information submitted via eRIDE and also the Form 1 information submitted via fax, and then, if needed, contacts the principal or the Office of the Superintendent for clarification or other action. The Office of Instruction, Assessment, and Curriculum at RIDE then issues a receipt via email with the final decision to the superintendent for each SASC request.

NOTE: The *decision* to test or not test a student should **never** depend solely on the outcome of the SASC request to RIDE. If a student **can** be assessed, then he or she **should** be assessed. The result of an approved exemption is applied to assessment and accountability reporting. It is incumbent upon the requesting district to present RIDE with enough compelling evidence to warrant each exemption/special consideration request and justify RIDE's approval of the district's request.

When are SASC-I Requests due to the RI Department of Education for NECAP?

- ✓ **Fall 2010 NECAP Reading, Writing, and Mathematics Assessments:** All requests—which must include both the entered student information via eRIDE **AND** the completed, signed, and faxed **Form 1**—must be received **no later than 3:00 p.m.** on **Friday, October 22, 2010**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.
- ✓ **Spring 2011 NECAP Science Assessment:** All requests—which must include both the entered student information via eRIDE **AND** the completed, signed, and faxed **Form 1**—must be received **no later than 3:00 p.m.** on **Thursday, May 26, 2011**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

When are SASC-I Requests due to the RI Department of Education for the RIAA?

- ✓ All requests—which must include both the entered student information via eRIDE **AND** the completed, signed, and faxed **Form 1**—must be received **no later than 3:00 p.m.** on **Friday, April 8, 2011**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

Please fax all completed/signed Form 1's to:

Phyllis Lynch, Director
Office of Instruction, Assessment, and Curriculum
RI Department of Education
Fax: 401-222-3605



STATE-APPROVED SPECIAL CONSIDERATIONS

eRIDE: STUDENT INFORMATION NEEDED TO REQUEST EXEMPTION

(Note to District: For ALL SASC requests, student information must be submitted via eRIDE)

The following information will be needed in order to initiate the process of submitting a request for student exemption from statewide assessment(s).

STUDENT INFORMATION:

- **State-Assigned Student ID# (SASID)**
- **Student's full name**
- **Grade**
- **Gender**
- **Date of birth**
- **Reason for exemption request** (e.g., *Medical Reasons, Personal Crisis, Family Emergency, or Student Identified for RIAA Assessment*)
- **Brief explanation of why exemption is be requested**

ASSESSMENT(S) FROM WHICH EXEMPTION IS BEING REQUESTED AND THE STUDENT'S GRADE:

- Fall 2010 NECAP – *Reading*
- Fall 2010 NECAP – *Mathematics*
- Fall 2010 NECAP – *Writing*
- Spring 2011 NECAP – *Science*
- 2010-2011 RIAA

CONTACT INFORMATION:

- **School/Facility of Enrollment** (Note: if outside of RI, please indicate State)
- **District of Enrollment**
- **State-Assigned District Number** (2-digit number ranging from 01-99)
- **Superintendent Full Name**
- **Superintendent Email** (Email address needed to send notification of approval or denial of request)
- **Superintendent Phone Number**

Once the above information is submitted via eRIDE, a notification will be sent to the Director of the Office of Instruction, Assessment, and Curriculum. Once this information, along with the information from the faxed copy of Form 1 (see below) has been reviewed, an email will be sent to the requesting district informing the superintendent of RIDE's decision to approve or deny the request for exemption.



STATE-APPROVED SPECIAL CONSIDERATIONS

FORM 1: DISTRICT ASSURANCES FORM "Verification of Information Submitted for Exemption Request"

Student: (First and Last Name)	SASID: (100xxxxxxx)
--	-------------------------------

It is the responsibility of the superintendent to review in a timely manner all requests for State-Approved Special Considerations (SASC) that would permit a student to be exempted from statewide assessment. The criteria below include the minimum conditions that must be met to qualify for exemption from statewide assessment. Upon receipt of a request for such exemption, the superintendent must determine if the following conditions have been met and verify accuracy of information:

Assurances by District:	Yes	No	n/a	If no, then add comment(s):
1. The student was consulted prior to submitting this request.				
2. The student agrees with this request.				
3. The parent(s)/guardian(s) was consulted prior to submission of request.				
4. A parent/guardian signed a copy of Form 2 to document their participation in the request for exemption.				
5. A parent/guardian indicated on Form 2 that he/she gives permission for district staff to share relevant information about the request for exemption with RIDE.				
6. There is a medical reason or personal crisis or family emergency that prevents this student from receiving <i>instruction</i> during the remaining test window.				
7. A treating physician/licensed mental health worker signed Form 3 indicating that this student <u>cannot</u> participate in INSTRUCTION , even with accommodations, during the remaining test window.				
8. A treating physician/licensed mental health worker signed Form 3 indicating that this student <u>cannot</u> participate in ASSESSMENT , even with accommodations, during the remaining test window.				
Numbers 9-12 only need to be addressed if applying for the SASC-IV exemption (<i>student qualified for RIAA after RIAA enrollment window closes</i>).				
9. The student was enrolled out-of-state (or country) prior to 1/11/2010.				
10. The student is/will be enrolled in my district on 10/1/2010.				
11. The student has an IEP documenting that he/she would have qualified for the 2009-2010 RIAA had the student been enrolled in a RI district on 1/11/2010.				
12. The student's most recent IEP team meeting determining eligibility for RIAA was <u>after</u> 1/11/2010.				

I certify that the information contained within this notification is complete and accurate.

Superintendent's Full Name (please print)

Superintendent's Signature

____/____/____
Date

***** AFTER SIGNING, FAX A COPY TO RIDE AT 401-222-3605 *****



STATE-APPROVED SPECIAL CONSIDERATIONS

FORM 2: PARENT/GUARDIAN CONSENT FORM

(Note to District: Do not send Form 2 to RIDE. Please retain with student record)

Student's Full Name:
(please print)

I have consulted with the school district regarding the request to exempt my child from the _____ assessment(s)
[please indicate the specific test(s) for which exemption is being requested]

I understand that this means I will have no statewide assessment data (or only partial data depending on circumstances) for my child for the exempted assessments. By signing this request, I acknowledge that:

*I **WAS** (or) **WAS NOT** (circle one) involved in the decision for the district to seek an exemption for my child from the statewide assessment for medical reasons or other extenuating circumstances.*

and

*I **DO** (or) **DO NOT** (circle one) give permission for the district to discuss the reason for the request with Phyllis Lynch, Director of Instruction, Assessment and Curriculum at the Rhode Island Department of Education.*

Parent/Guardian Full Name (please print)

Parent/Guardian Signature

____/____/____
Date



STATE-APPROVED SPECIAL CONSIDERATIONS

FORM 3: *TREATING PHYSICIAN/MENTAL HEALTH WORKER FORM* (page 1 of 2)

“Request for Exemption due to Medical Reasons or Student Personal Crisis”

(Notes to District: 1) Give Form 3 to the treating physician/mental health worker along with Form 3A (attachment). 2) Do not send completed Form 3 to RIDE. Please retain it with student records)

Student Full Name:

(please print)

As the treating physician, you are in a position to advise the parents and educational team regarding a request for medical emergency exemption from statewide assessment for the student listed below. It is the purpose of this document to inform the context of the advice you provide in response to this request. It is the responsibility of the public district to review in a timely manner all requests for Medical Exemption that would permit any student to be exempted from statewide assessment for reasons of medical emergency. The criteria below include the minimum conditions that must be addressed in order for the RI Department of Education to grant a student a special consideration exemption from statewide assessment.

TREATING PHYSICIAN’S/MENTAL HEALTH WORKER’S ASSURANCES		Please mark appropriate response for each assurance and initial		
		Yes	No	Initials
1	There is a medical emergency or serious illness or personal crisis (circle one) that prevents this student from receiving instruction during the remaining test window.			
2	This student cannot participate in INSTRUCTION—regardless of setting (e.g. school, home, hospital)—even with accommodations, during the remaining test window.			
3	This student cannot participate in ASSESSMENT , even with accommodations, during the remaining test window.			

Signature of Treating Physician/Mental Health Worker

____/____/____
Date



STATE-APPROVED SPECIAL CONSIDERATIONS

FORM 3A (attachment): Information for the Treating Physician / Mental Health Worker

“Request for Exemption due to Medical Reasons or Personal Crisis”

Each year, students with very serious, chronic, and fragile medical or other conditions can and do participate successfully in Rhode Island’s statewide assessments (e.g., NECAP and RIAA). However, there are rare and unique situations in which a student is unable to participate in any part of the statewide assessments. Such decisions must be made with the greatest care and restraint. RIDE’s policy is that every eligible student has the right to participate in Rhode Island’s statewide assessments in order to show what he or she knows and is able to do as compared to state curriculum standards.

RULE OF THUMB: *If the student is able to receive instruction, then he/she is able to participate in the NECAP assessments.*

Medical Emergency:

In rare instances, a student may be unable to complete or participate in any part of the statewide assessments due to a documented, significant, and fully incapacitating medical emergency or emotional trauma that extends across the entire (or remaining) test window. In order to qualify for state-approved special consideration, the incident or condition must be so severe as to prevent the student from participating in instruction offered either at school or at home. Sometimes a medical emergency or emotional trauma requires a student to be hospitalized. In cases such as this, the student’s condition must be identified and verified in writing by a licensed physician or mental health worker and this documentation must be kept on file by the local district.

Conditions that DO NOT qualify for exemption:

- ✖ *Medical Fragility* – All “medically fragile” students are expected to participate in statewide assessment unless a significant and documented medical emergency exists *in addition to medical fragility*
- ✖ District-provided home-based educational programs (student remains enrolled in district)
- ✖ Pregnancy
- ✖ Students with acute, short-term minor illnesses or injuries
- ✖ Students placed in correctional facilities
- ✖ Student or Parent refusal to test
- ✖ Mental health conditions that permit students to receive instruction

Guidance on the Use of SASC-I:

Medical Reasons

Each year, students with very serious, chronic, and fragile medical conditions can and do participate successfully in Rhode Island's statewide assessments. However, there are rare and unique situations in which a student is unable to participate in any part of the NECAP assessments. Such decisions must be made with the greatest care and restraint. RIDE's policy is that every student has the right to participate in the NECAP assessments in order to show what he or she knows and is able to do as compared to state standards.

RULE OF THUMB: *If the student is able to receive instruction, then he/she is able to participate in the NECAP assessments.*

Medical Reasons:

When considering medical exemption requests, it's important to consider the length of the NECAP test window, which is approximately three weeks. In rare instances, a student may be unable to complete or participate in any part of the NECAP in this timeframe *due to a documented, significant, and fully incapacitating medical emergency*. Medical emergencies of this kind must be *identified and verified in writing by a licensed physician and kept on file by the local district*. Prior to submitting a request to RIDE for exemption/special consideration, districts should be certain that the medical emergency has been documented as one that is *significant and fully incapacitating*.

Conditions that generally qualify for exemption:

- ✓ Serious car accident causing severe physical impairment and/or emotional trauma
- ✓ Hospitalization throughout the testing window
- ✓ Placement in hospice care and unable to receive instruction and/or to take assessments of any kind

Conditions that generally DO NOT qualify for "Medical Reasons" special consideration/exemption:

- ✗ Medical Fragility – All medically fragile students are expected to participate in statewide assessment unless a *significant and documented* medical emergency exists *in addition to medical fragility*
- ✗ District-provided home-based educational programs (student remains enrolled in district)
- ✗ Pregnancy
- ✗ Students with acute, short-term minor illnesses (e.g., the flu) or injuries
- ✗ Students with broken arms (these students can usually participate with accommodations)

The conditions listed above are by no means comprehensive. Please contact Phyllis Lynch, Director of the Office of Instruction, Assessment, and Curriculum at the RI Department of Education to discuss any special cases should they arise. You can contact Ms. Lynch via phone: (401) 222-4693 or via email: Phyllis.Lynch@RIDE.RI.Gov

What about makeup testing for NECAP?

Students who cannot makeup some (or any) sessions of statewide assessments *may* qualify for a *Medical Reasons* exemption/state-approved special consideration. However, in most cases missed test sessions can be made up with proper planning. Districts must ensure that all schools have a plan in place to deal with makeup testing sessions within the three week testing window. RIDE highly recommends that districts set up their testing schedule *earlier* rather than later in the testing window so that adequate time is available to test students who were unable to test with their peers.

What about makeup testing for the RIAA?

The RIAA does not provide a makeup period. In most cases, the required three days of data per collection period can be made up with proper planning. Each RIAA collection period lasts a minimum of four weeks. RIDE recommends that educators assess their students earlier in the timeframe rather than later so that students have enough time to complete the required three days of data in each collection period.

When are SASC-I Requests due to the RI Department of Education for NECAP?

- ✓ **Fall 2010 NECAP Reading, Writing, and Mathematics Assessments:** All requests—which must include both the entered student information via **eRIDE AND** the completed, signed, and faxed **Form 1**—must be received ***no later than 3:00 p.m.*** on **Friday, October 22, 2010**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.
- ✓ **Spring 2011 NECAP Science Assessment:** All requests—which must include both the entered student information via **eRIDE AND** the completed, signed, and faxed **Form 1**—must be received ***no later than 3:00 p.m.*** on **Thursday, May 26, 2011**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

When are SASC-I Requests due to the RI Department of Education for the RIAA?

- ✓ All requests—which must include both the entered student information via **eRIDE AND** the completed, signed, and faxed **Form 1**—must be received ***no later than 3:00 p.m.*** on **Friday, April 8, 2011**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

What Forms must be completed to qualify for SASC-I Exemption?

- **Form 1** – After the superintendent logs into **eRIDE** and enters student information online in the “State-Approved Special Consideration” form, he/she must then complete and sign a hard copy of *Form 1* (available in eRIDE and on the RIDE website) and then **Fax it to RIDE** (retain original with student records). *Form 1* is necessary to complete the process of applying for special consideration/exemption and to provide documentation that the exemption request was both reviewed by and approved by the district superintendent. **** NOTE TO DISTRICT: FORM 1 MUST BE FAXED TO RIDE WITH EACH REQUEST ****
- **Form 2** – Have parent/guardian complete and sign a hard copy of *Form 2* (available via eRIDE and on the RIDE website). Retain original with student records, do **not** fax or send copy to RIDE.
- **Form 3** – Have treating physician/mental health worker complete and sign a hard copy of *Form 3* (available via eRIDE and on the RIDE website). Retain original with student records, do **not** fax or send copy to RIDE.

Guidance on the Use of SASC-II:

Personal Crisis

Each year, students with very serious, chronic, and fragile medical conditions can and do participate successfully in Rhode Island's statewide assessments (e.g., NECAP and RIAA). However, there are rare and unique situations in which a student is unable to participate in any part of the statewide assessments. Such decisions must be made with the greatest care and restraint. RIDE's policy is that every eligible student has the right to participate in Rhode Island's statewide assessments in order to show what he or she knows and is able to do as compared to state curriculum standards.

RULE OF THUMB: *If the student is able to receive instruction, then he/she is able to participate in the NECAP assessments.*

Personal Crisis:

In rare instances, a student may be unable to complete or participate in any part of an assessment *due to a documented, significant, and fully incapacitating emotional trauma that extends across the entire (or remaining) test window*. In order to qualify for state-approved special consideration due to "severe emotional distress," the incident or condition must be so severe as to prevent the student from participating in instruction offered either at school or at home. Sometimes severe emotional distress requires a student to be hospitalized in a mental health facility. In cases such as this, the student's condition must be *identified and verified in writing by a licensed physician or mental health worker and this documentation must be kept on file by the local district*.

Conditions that DO NOT qualify for "Personal Crisis" special consideration/exemption:

- ✗ Mental health conditions that permit students to receive instruction
- ✗ Students placed in correctional facilities
- ✗ Student or Parent refusal to test
- ✗ Pregnancy

What about makeup testing for NECAP?

Students who cannot makeup some (or any) sessions of statewide assessments *may* qualify for a *Personal Crisis* exemption/state-approved special consideration. However, in most cases missed test sessions can be made up with proper planning. Districts must ensure that all schools have a plan in place to deal with makeup testing sessions within the three week testing window. RIDE highly recommends that districts set up their testing schedule *earlier* rather than later in the testing window so that adequate time is available to test students who were unable to test with their peers.

What about makeup testing for the RIAA?

The RIAA does not provide a makeup period. In most cases, the required three days of data per collection period can be made up with proper planning. Each RIAA collection period lasts a minimum of four weeks. RIDE recommends that educators assess their students earlier in the timeframe rather than later so that students have enough time to complete the required three days of data in each collection period.

When are SASC-II Requests due to the RI Department of Education for NECAP?

- ✓ **Fall 2010 NECAP Reading, Writing, and Mathematics Assessments:** All requests—which must include both the entered student information via **eRIDE** AND the completed, signed, and faxed **Form 1**—must be received ***no later than 3:00 p.m.*** on **Friday, October 22, 2010**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.
- ✓ **Spring 2011 NECAP Science Assessment:** All requests—which must include both the entered student information via **eRIDE** AND the completed, signed, and faxed **Form 1**—must be received ***no later than 3:00 p.m.*** on **Thursday, May 26, 2011**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

When are SASC-II Requests due to the RI Department of Education for the RIAA?

- ✓ SASC-II exemptions only apply to fall and spring NECAP testing.

What Forms must be completed to qualify for SASC-II Exemption?

- **Form 1** – After the superintendent logs into **eRIDE** and enters student information online in the “State-Approved Special Consideration” form, he/she must then complete and sign a hard copy of *Form 1* (available in eRIDE and on the RIDE website) and then **Fax it to RIDE** (retain original with student records). *Form 1* is necessary to complete the process of applying for special consideration/exemption and to provide documentation that the exemption request was both reviewed by and approved by the district superintendent. **** NOTE TO DISTRICT: FORM 1 MUST BE FAXED TO RIDE WITH EACH REQUEST ****
- **Form 2** – Have parent/guardian complete and sign a hard copy of *Form 2* (available via eRIDE and on the RIDE website). Retain original with student records, do **not** fax or send copy to RIDE.
- **Form 3** – Have treating physician/mental health worker complete and sign a hard copy of *Form 3* (available via eRIDE and on the RIDE website). Retain original with student records, do **not** fax or send copy to RIDE. Note to District: Please provide a copy of Form 3A (attachment information for Form 3, see page 8) to the treating physician/mental health worker so that he/she has the information needed to make an informed decision.

Guidance on the Use of SASC-III: *Family Emergency*

Each year, some students suffer the loss of a close family member. This is a most difficult time for the student, the student's family, and the student's educational family. Each student responds in a different way and schools should address the child's emotional needs before worrying about participation requirements in statewide assessment. Unlike SASC-I and SASC-II, students who qualify for SASC-III exemption are probably capable of taking part in statewide assessment, but it may not be appropriate to do so. For some students, exemption from statewide assessment will be part of what is needed for the school to respond to students' needs. For others, the school will help the student participate in all regularly scheduled school activities – including statewide assessment. School counselors, together with the student's teachers and parent(s)/guardian(s) should carefully make this decision and if appropriate, include the student's wishes in the decision-making process.

When are SASC-III Requests due to the RI Department of Education for NECAP?

- ✓ **Fall 2010 NECAP Reading, Writing, and Mathematics Assessments:** All requests—which must include both the entered student information via **eRIDE** AND the completed, signed, and faxed **Form 1**—must be received ***no later than 3:00 p.m.*** on **Friday, October 22, 2010**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.
- ✓ **Spring 2011 NECAP Science Assessment:** All requests—which must include both the entered student information via **eRIDE** AND the completed, signed, and faxed **Form 1**—must be received ***no later than 3:00 p.m.*** on **Thursday, May 26, 2011**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.

When are SASC-III Requests due to the RI Department of Education for the RIAA?

- ✓ SASC-III exemptions only apply to fall and spring NECAP testing.

What Forms must be completed to qualify for SASC-III Exemption?

- **Form 1** – After the superintendent logs into **eRIDE** and enters student information online in the “State-Approved Special Consideration” form, he/she must then complete and sign a hard copy of *Form 1* (available in eRIDE and on the RIDE website) and then **Fax it to RIDE** (retain original with student records). *Form 1* is necessary to complete the process of applying for special consideration/exemption and to provide documentation that the exemption request was both reviewed by and approved by the district superintendent. **** NOTE TO DISTRICT: FORM 1 MUST BE FAXED TO RIDE WITH EACH REQUEST ****
- **Form 2** – Have parent/guardian complete and sign a hard copy of *Form 2* (available via eRIDE and on the RIDE website). Retain original with student records, do **not** fax or send copy to RIDE.

Guidance on the Use of SASC-IV:

Enrolling after the Rhode Island Alternate Assessment (RIAA) Second Collection Period Begins

The RIAA is a year-long, progressive assessment that assesses a student's learning in the current school year over three distinct collection periods. In order for a student to demonstrate progress over the course of the academic school year, the student would need to be present for at least two of the three RIAA collection periods. Because students who were enrolled or identified for RIAA participation after January 11, 2010 would have been unfairly penalized by not being able to demonstrate progress across the 2009-2010 school year, these students would not participate in the RIAA until the current school year (2010-2011).

RIAA-identified students that qualify for an exemption:

Newly-enrolled students with an IEP that qualified them for 2009-2010 RIAA and entering a Rhode Island district (e.g., students coming from out-of-state) after January 11, 2010 would not have been able to participate in the 2009-2010 RIAA (as described above). These students would be eligible for a SASC-IV exemption for the fall 2010 NECAP Assessment(s) and would then participate in RIAA for the 2010-2011 school year.

RIAA-identified students that DO NOT qualify for an exemption:

Students who were *currently-enrolled* in the district but *newly-identified* for the RIAA after January 11, 2010 would be expected to take the NECAP assessment this fall (October 2010), unless they qualify for another State-Approved Special Consideration, **and** participate in the RIAA for the 2010-2011 school year.

What about makeup testing for the RIAA?

The RIAA does not provide a makeup period. In most cases, the required three days of data per collection period can be made up with proper planning. Each RIAA collection period lasts a minimum of four weeks. RIDE recommends that educators assess their students earlier in the timeframe rather than later so that students have enough time to complete the required three days of data required for each collection period.

When are SASC-IV Requests due to the RI Department of Education for NECAP?

- ✓ **Fall 2010 NECAP Reading, Writing, and Mathematics Assessments:** All requests—which must include both the entered student information via **eRIDE** AND the completed, signed, and faxed **Form 1**—must be received **no later than 3:00 p.m. on Friday, October 22, 2010**. Requests submitted to the Department after this deadline will be neither reviewed nor approved.
- ✓ **Spring 2011 NECAP Science Assessment:** SASC-IV exemptions only apply to NECAP fall testing.

What Forms must be completed to qualify for SASC-IV Exemption?

- **Form 1** – After the superintendent logs into **eRIDE** and enters student information online in the “State-Approved Special Consideration” form, he/she must then complete and sign a hard copy of *Form 1* (available in eRIDE and on the RIDE website) and then **Fax it to RIDE** (retain original with student records). *Form 1* is necessary to complete the process of applying for special consideration/exemption and to provide proof that the exemption request was both reviewed by and approved by the district superintendent. **** NOTE TO DISTRICT: *FORM 1 MUST BE FAXED TO RIDE WITH EACH REQUEST* ****
- **Form 2** – Have parent/guardian complete and sign a hard copy of *Form 2* (available via eRIDE and on the RIDE website). Retain original with student records, do **not** fax or send copy to RIDE.